

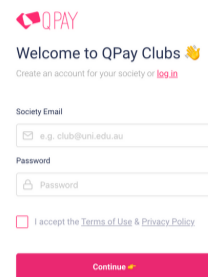
# SJS UFV Student Union Society

## Clubs Onboarding guide

1

### Step One: Create an Account

Sign up to QPay Clubs  
<https://portal.getqpay.com/register>  
and quickly register your society with just an email and password



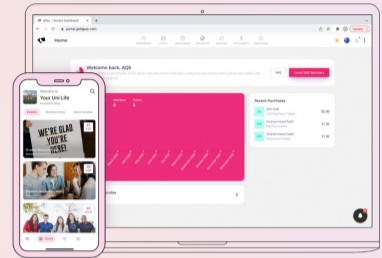
QPAY  
Welcome to QPay Clubs  
Create an account for your society or [log in](#)

Society Email  
e.g. club@uni.edu.au

Password  
Password

I accept the [Terms of Use & Privacy Policy](#)

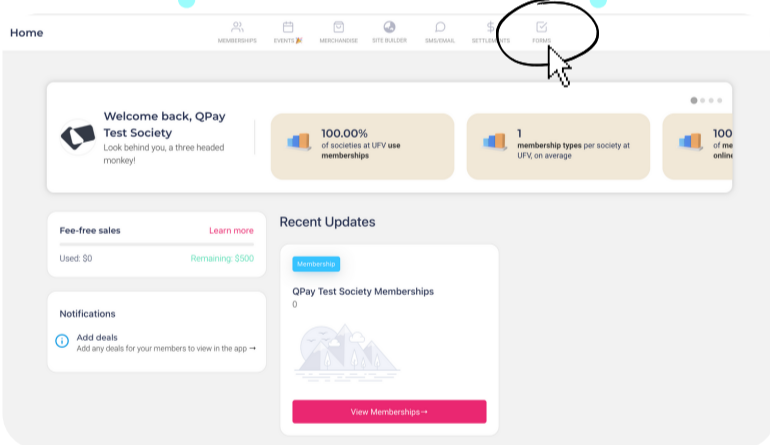
Continue



2

### Step Two: Login & Click "Forms"

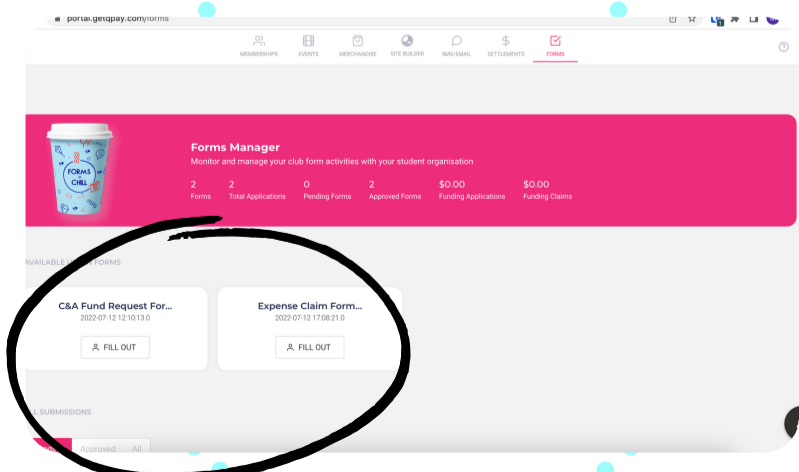
Click forms to access funding forms.



3

### Step Three: Fill out the UFVSUS Funding Forms

Submit all completed forms here to be approved by UFVSUS.



portal.getqpay.com/forms

MEMBERSHIPS EVENTS MERCHANDISE SITE BUILDER SMS/EMAIL SETTLEMENTS **FORMS**

**Forms Manager**  
Monitor and manage your club form activities with your student organisation

2	2	0	2	\$0.00	\$0.00
Forms	Total Applications	Pending Forms	Approved Forms	Funding Applications	Funding Claims

AVAILABLE FORMS

C&A Fund Request For...  
2022-07-12 12:10:13.0  
FILL OUT

Expense Claim Form...  
2022-07-12 17:08:21.6  
FILL OUT

SUBMISSIONS  
Approved All